

18th October 2021

Dear Parent / Carer

I am writing to invite you to our Year 7 Tutor Evening on Thursday 11th November 2021 from 4.00pm - 7.00pm. On this evening, you will have the opportunity to meet virtually with your child's form tutor to discuss how they have settled into school and ask any questions you may have.

Due to the increasing number of Covid-19 cases in the local area, we have decided not to hold face to face conversations with form tutors. Instead, this evening will be held online and you can register, book appointments and conduct the conversation through the instructions below.

The Head of Year 7 will also be available for appointments on the evening, but these appointments should only be for serious concerns that cannot be raised with the form tutor. Please email the Assistant Head of Year 7 to book your appointment - [rachel.abbott@stanway.school](mailto:rachel.abbott@stanway.school). The SENCO will not be available on this evening, please email [senteam@stanway.school](mailto:senteam@stanway.school) for any queries.

In order to book your 5 minute appointment with the form tutor, you need to log in to our online Parents' Evening System at <https://thestanwayschool.parentseveningsystem.co.uk> or follow the link on The Stanway School website main page.

The 5 minute appointment should be sufficient for you to receive information from the form tutor about how your child has settled into the school and to ask any questions, but please bear in mind that the tutors will not have answers to hand on subject-specific questions. At the end of the 5 minute appointment, the video conversation automatically stops to enable the tutor to begin the next conversation. This is part of the software, not the tutor being impolite. There is a coloured marker that signals when the 5 minutes is nearing the end of the appointment.

The booking system will open on Monday 18th October 2021 at 12.00pm and will close on Monday 8th November 2021 at midnight.

To log in you will need to enter your child's details in exactly the following format that their details are recorded on our database.

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Headteacher: Mr Jonathan Bland BSc (Hons)

01206 575488

[admin@stanway.school](mailto:admin@stanway.school)

[www.stanway.essex.sch.uk](http://www.stanway.essex.sch.uk)

Winstree Road, Stanway, Colchester, Essex, CO3 0QA



You will also be asked to enter your child's date of birth. Please use the format as set out in this example: 01/01/2020. Once you have logged in, please choose/click on the time that you would like to meet with the form tutor.

Please follow the link below for more guidance on how to get ready for the evening of remote conversations

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you have any queries about using the online system, please contact Mrs Hall at the school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr Bland', with a stylized flourish at the end.

Mr Bland

Headteacher